Questions presented for the 4 March Director's Luncheon
with OIA Personnel

I.   Career Development/Training Programs

   1. Is there a career development program? Who formulated it?
Can OIA personnel have access to the plan?

   2. What is OIA's policy in regards to completing the require-
ments for a Masters Degree related to our field? How will absence
be charged? What type financing is available?

   3. There are complaints that external training and familiarization
trips have been denied on the basis of insufficient manpower. Projects
continuously exceed the number of people required to complete them;
so do we cancel all trips/training? What will be your policy in
this regards?

   4. Formerly we had time planned for innovative techniques to
improve the OIA product (aprox 10-15%). Will there be any time allowed
in the future to publish the standard way and also a completely new
format or design on the same product?

II. Graphics/Support Staff

   1. Is there some plan to upgrade the graphics, secretarial/
clerical slots?

   2. Could more emphasis and information on job opportunities be
provided to personnel in these areas?

   3. Could the people in graphics receive more recognition for their
support; e.g., many times the PI receives a QSI for outstanding work,
when much of the product enhancement is the result of drawings or
graphics, and the illustrator receives nothing?

   4. Can the part time slot in graphics be justified as a full
time slot?

   5. Graphics personnel feel that the practice of making up the
time they spend in school is unfair when personnel in other areas are
given time off and even financed to attend school. Educational benefits
have always been a "gray" area and perhaps some clarification by you
could ease this feeling of inequality.

III. Flexible Work Schedule

   Many people have asked about "flex time." Will you explain the

"flex time" policy and possibly publish a memorandum explaining the ground rules? If there is going to be a flex time, when will it be in effect?

IV. Division Chief Selection

There is great concern over the selection/appointment of the ERD division chief. When and who will it be? Why is it taking so long?

V. High GS Ratings in One Area

1. How will you handle promotions when a disproportionate number of higher grades (11, 12, 13) are creating a log-jam in one branch? For instance, there are three to four GS-12's in one branch competing against only one in another branch.

2. Why can't the individual know his letter grade rating (potential)?

3. How can a person demonstrate leadership qualities when he is never assigned a leadership role?

4. How can a GS-12 impress another branch chief in order to obtain his vote to be promoted to GS-13?

5. Why can't the individual (all grades) be told of their impending promotion?

6. What is your view on the time differential between offices on promotions? The prevailing opinion here is that OIA takes much longer.

VI. Editing

1. Why is the branch/division review process on reports so lengthy. Do you plan any changes?

2. Many complaints about report writing for supervisors that vacilate or fluctuate on terminology or phraseology.

3. Will your review of IOM's, Notes etc., be permanent policy? How long will this delay distribution of the product?

VII. Special Activities Branch

Personnel in the SA branch feel that they are not equally represented. Because of their special type work, they do not have the opportunity to address the staff with P.I. notes or special projects as does the rest of OIA. How will this isolation affect the personnel in that branch?

VIII. Bluebird Service to Headquarters

Many of us believe that the bluebird service would be used if it ran on a regular schedule. Is there any way to arrange a 90 day trial schedule on an hourly or every two hours basis? We believe that with good publicity this service would work i.e., if classified materials can be transported in this manner.

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